

**Department of Health & Human Services
Administration for Children and Families**

Program Office: Office of Refugee Resettlement

Funding Opportunity Title: Repatriation Program

Announcement Type: Initial

Funding Opportunity Number: HHS-2006-ACF-ORR-RR-0114

CFDA Number: 93.579

Due Date for Applications: **07/03/2006**

Executive Summary:

The United States (U.S.) Repatriation Program was established by Title XI, Section 1113 of the Social Security Act (Assistance for U.S. Citizens Returned from Foreign Countries), to provide temporary assistance to U.S. citizens and their dependents who have been identified by the Department of State (DOS) as having returned, or been brought from a foreign country to the U.S. because of destitution, illness, war, threat of war, or a similar crisis.

Temporary assistance is defined as money payments, medical care, temporary billeting, transportation, and other goods and services necessary for the health or welfare of individuals (including guidance, counseling, and other welfare services), furnished to United States (U.S.) citizens and their dependents who are without available resources in the U.S. upon their arrival from abroad and for such period after their arrival, not exceeding 90 days, as may be provided in regulations of the Secretary of Health and Human Services (HHS). Certain temporary assistance may be furnished beyond the 90-day period in the case of any citizen or dependent upon a finding by the HHS Secretary that the circumstances involved necessitate or justify the furnishing of such assistance beyond such period in that particular case (42 United States Code (U.S.C.) 1313). Under Title XI, Section 1113, 42 U.S.C. 1313, HHS is authorized to develop plans and make arrangements (e.g., Agreements, Memorandum of Understanding) with States, Federal agencies and local providers for the provision of temporary assistance within the U.S.

This temporary assistance is given in the form of a loan and must be repaid to the U.S. Government. Eligible U.S. citizens are referred by

DOS, which requests assistance from the U.S. Repatriation Program for individual, group and national emergency evacuations. DOS also certifies that citizens and their dependents are eligible for repatriation assistance and is responsible for bringing them to U.S. soil. Services for repatriates are the responsibility of the Secretary of HHS upon their arrival in the U.S. The Secretary has delegated these responsibilities to the Administration for Children and Families (ACF) and to the Office of Refugee Resettlement (ORR) within ACF.

The U.S. Repatriation Program contains four different activities. Two of these are characterized by ongoing caseloads. These are the regular individual repatriations under Section 1113 of the Social Security Act and the assistance provided to mentally ill repatriates found under 24 U.S.C. 321. The other two activities are contingency activities. One of these is the emergency repatriation responsibility assigned under Executive Order (E.O.) 12656 (amended by E.O. 13074, February 9, 1998; E.O. 13228, October 8, 2001; E.O. 13286, February 28, 2003). The other activity is group repatriations for which, by the extension of the E.O. precedent, HHS often has responsibility and for which it uses the Section 1113 authority. Operationally, these types of activities involve different kinds of preparation, resources and execution. However, the core program policies and administrative procedures are essentially the same for each.

This announcement offers the opportunity to fund a national/international social service provider with expertise in mental health, child welfare, and the criminal justice system to assist ORR in carrying out specific tasks within the four activities of the U.S. Repatriation Program (hereinafter, the Program).

I. FUNDING OPPORTUNITY DESCRIPTION

Legislative Authority

This program is authorized under Title XI, Section 1113 of the Social Security Act (42 U.S.C. 1313 (a)(1)), which states that HHS is responsible for providing temporary assistance to U.S. citizens and their dependents if they:

"(A) are identified by the Department of State as having returned, or been brought, from a foreign country to the United States because of the destitution of the citizen of the United States, or the illness of such

citizen or any of his dependents, or because of war, threat of war, invasion, or similar crisis, and (B) are without available resources."

In addition, under E.O. 12656, HHS has the responsibility for arranging through State agencies for the reception, temporary care, and onward transportation to the final destination of non-combatant evacuees returned to the U.S. from a foreign country. Other governmental agencies will assume responsibility for providing services to their repatriated personnel and dependents.

This Program is also guided by 45 Code of Federal Regulations (CFR) 211 (Care and treatment of mentally ill nationals of the U.S., returned from foreign countries), 45 CFR 212 (Assistance for U.S. citizens returned from foreign countries), and three Action Transmittals (AT) (AT 90-1 dated May 1984; AT 89-B dated April 1989; and AT 84-A dated November 1990). These ATs contain policies and procedures for the administration and coordination of the Program. Currently, the Program is reviewing these documents. To obtain a copy of these ATs, applicants should send a request to erussell@acf.hhs.gov.

The Program has four separate activities:

1. The Individual Repatriation Activity provides temporary assistance to repatriates who are returned to the U.S. individually and in families by DOS. The program is authorized under Section 1113 of the Social Security Act.
2. The Group Repatriation Activity also provides temporary assistance to groups of individuals and families who are returned to the U.S. from foreign countries under conditions of war, threat of war, invasion or natural disaster. This activity is also authorized by Section 1113 of the Social Security Act.
3. The Mentally Ill Activity provides for the care and treatment of legally insane or otherwise mentally ill persons who are returned to the U.S. from foreign countries. This program is authorized under 24 U.S.C. 321.
4. The Emergency Repatriation Activity provides for temporary assistance to individuals and families who are returned to the U.S. from foreign countries under a Presidential Declaration of National Emergency. This activity is authorized under E.O. 12656 as part of HHS' responsibilities for national security emergencies.

Operationally, these types of activities involve different kinds of preparation, resources and execution. However, the core program policies and administrative procedures are essentially the same for each.

The grantee of these funds shall assist in the daily administration and coordination of the Program's individual and mentally ill activities. In addition, the grantee is to serve as a resource during group and emergency repatriations and as the key coordinator in the provision of temporary assistance to the eligible repatriates once they have been cleared by appropriate U.S. agencies. The grantee may be required to provide other services if the Program determines in advance that a service is reasonable and necessary for a particular case.

All temporary assistance provided under the Program and allocable to individual recipients is repayable to the Federal Government. HHS' Health Resources and Services Administration (HRSA) administers debt collection for these repayments. HRSA performs this collection through its contract agency, Program Support Center (PSC).

II. AWARD INFORMATION

Funding Instrument Type: Cooperative Agreement

Substantial Involvement with Cooperative Agreement:

A cooperative agreement is a specific method of awarding Federal assistance in which substantial Federal involvement is anticipated. A cooperative agreement clearly defines the respective responsibilities of ORR and the grantee prior to the award. ORR anticipates that agency involvement will produce otherwise unavailable programmatic benefits to the eligible repatriate. The grantee shall provide or arrange for the provision of temporary assistance and services listed below for each eligible U.S. citizen, their dependents, and eligible U.S. nationals. Service delivery shall be accomplished in a non-discriminatory manner and must be sensitive to issues such as age, culture, religion, dietary needs, and the individual needs of each eligible person. The following are the minimum required services that the grantee shall provide. The grantee shall:

1. Process referral for services. DOS, through the Bureau of Consular Affairs, Office of Overseas Citizens Services, refers eligible persons to the Program using applicable status to determine eligibility.

DOS will inform the grantee of the status of referrals, including travel plans for return to the U.S., the physical and mental condition of the individual, and suggestions regarding the type of assistance that will be required upon arrival. This referral, which comes in the form of a cable from DOS, may consist of one person and/or a family. Once a referral has been made, the grantee is responsible for coordinating the pre-arrival planning. The grantee should develop plans for the reception of the repatriate at the port-of-entry (POE) and for onward transportation, overnight lodging, food, provision for escort services, clothing, etc. The grantee should make arrangements for necessary escorts (e.g., medical, legal) from the POE to accompany the repatriate to his/her final destination. When the repatriate reaches his or her final destination, temporary services should be made available based upon individual or family needs. These temporary services may include admission into a nursing home or hospital, settling with family or friends, moving into permanent housing, or foster care placement. The grantee, directly and/or by arrangements (e.g., HHS established service providers) provides assistance with employment for those who are able to work. Temporary financial assistance is determined based on HHS guidelines and regulations. During emergency and/or group repatriations, recipients should be available to serve as a resource for the Program. In addition, during an emergency and group repatriation, upon screening and processing of eligible repatriates, the grantee would be responsible for coordinating and managing the provision of necessary temporary services of each individual repatriate at his final destination.

2. Provide local services: The grantee, directly or through arrangements (e.g., established by HHS), identifies and provides temporary services to each eligible DOS-referred repatriate, as needed, within the appropriate time frame. These core services include but are not limited to:

- Meeting the repatriate at the POE and/or final destination;
- Contacting the repatriate's family or home in the U.S.;
- Providing the repatriate with necessary information, including but not limited to, a copy of the U.S. Repatriation Program pamphlet, which explains the Program and the requirement to repay the Federal Government for the cost of services received. Critical forms (e.g., signed repayments), documents and informational materials should be included in the Program welcome package. This welcome package will be given to the

repatriate upon arrival in the U.S., unless, due to reasonable cause, this package cannot be provided to the repatriate at the POE.

- Obtaining the signature of the repatriate on the Program repayment obligation form and other pertinent documents prior to the provision of temporary assistance;
- Coordinating for needed escort (e.g., medical, legal);
- Assessing the needs of the repatriate and initiating services;
- Providing temporary assistance, directly or through HHS arrangements (e.g., States, local providers), for up to 90 days, which may include cash payment, medical care, ambulance, wheelchair, overnight accommodations, transportation, housing, clothing, food and other goods and services necessary for the health and welfare of the repatriate/evacuee;
- Maintaining ongoing communication with the repatriate and other case principals;
- Obtaining signed receipts for all cash assistance;
- Providing referrals to appropriate public and private agencies according to need;
- Submitting timely written request for approval to the Program Manager regarding individual repatriate's expenses exceeding \$2,500;
- Submitting timely written requests for reimbursement made by established HHS arrangements (e.g., States, DOS, local providers) to the Program Manager for approval. Supporting documents should be attached;
- Reviewing DOS monthly bill requests and submitting a written payment approval request form with proof for payment to the Program Manager for approval;
- Sending billing for provider services;
- Providing documentation of services rendered;
- In the case of an evacuee, providing information that will assist his/her travel to their final destination.

3. Submit semi-annual financial reports, quarterly program analysis reports, and monthly client activity reports. The monthly client reports should include detailed information regarding each repatriate case, including, but not limited to, the type of temporary services received, cash amounts, and traveling information. The quarterly Program analysis reports should include a detailed description and analysis of the Program's performance measures and information regarding the overall Program's finances, cases, coordination, and management. The semi-annual financial report should include a detailed line-item budget including a supportive narrative. This financial report should include detailed direct and indirect costs. In addition, the grantee should submit timely reports regarding Program-related outside activities (e.g., travel, conference, monitoring, etc.). The grantee should also submit an annual State performance report, which should contain information regarding the State's plans.

4. Monitor each case. Following resettlement in the U.S., the grantee must contact the repatriate by mail, directly and/or through arrangements, to remind him/her of the obligation to repay the cost of any temporary assistance received. The grantee in turn notifies PSC of all relevant repatriate loan information. In addition, the recipient should, directly or by arrangements, monitor the status of each eligible repatriate at frequent intervals to consider whether or not circumstances have changed that would require a different plan. Upon a finding that an eligible repatriate has sufficient resources available to meet his/her needs, the grantee, upon consulting with Program Manager, shall send a termination letter to the repatriate advising that his/her temporary assistance has been terminated. The grantee should also assess the repatriates' needs regarding a loan waiver submission. Waiver requests must be approved by the Program Manager and/or ORR authorized official.

5. Fulfill case work/management duties. ORR requires the grantee to implement and administer a case management system that tracks and monitors repatriate progress on a regular basis to ensure that each individual receives appropriate services. The grantee will:

- Provide a single point of contact between the different agencies (e.g., DOS, the Program, PSC, and local providers).
- Receive initial substantive information known for each repatriate from DOS.

- Develop a case plan for repatriation services in consultation with DOS, the local provider, the repatriates' "family" and the Program Manager as appropriate.
- Maintain copies of the State coordinator's case management plan and financial receipts within the client's file.
- Determine whether referrals should be assigned to 24 U.S.C. 321 or Title XI.
- Assign a case file number for each DOS referral.
- Execute and oversee implementation of the case plan.
- Maintain ongoing communication with all principals in the case.
- Provide necessary intake information to local providers.
- Maintain case information provided by DOS and local providers.
- Ensure that critical documents are signed and maintained within the client's file.

6. Carry out administrative duties. The grantee shall:

- Provide reimbursement to local providers for temporary assistance, administrative costs and/or third-party services.
- Secure the last/most recent address of the repatriate.
- Provide PSC with repatriate repayment information.
- Provide DOS with repatriate repayment information.
- Provide current information to referral partners, including an updated State contact list and assessment of performance of States in providing assistance to repatriates.
- Assist in the revision and update of Program documents.
- Submit all outside sensitive requests/concerns (e.g., media, complaints) to the Program Manager.
- Assist in the coordination of Program State consultations. This consultation is subject to the availability of funds.
- Recommend changes regarding Program regulations, policies and procedures.

7. Consult with the Program Manager when there are situations that do not fit the activities and assistance guidelines for repatriates.
8. Prepare files for archiving according to Program policies and procedures. Files should be kept in a safe, secure environment and transferred to the Program office within two years after case closure.
9. Maintain an updated Program contact lists.
10. Assist in the revision, update, development, and distribution of Program materials and resources.
11. Assist in the coordination, development, and provision of training materials, conferences and technical assistance.
12. Assist with the development of national plans and programs to mobilize the health industry and health resources for the provision of medical and social services.
13. Provide timely response to all requests from the Program Manager.
14. Maintain and update the ListServe services.
15. Submit timely waiver requests for revision and approval by authorized ORR staff.
16. Help to promote the development of State and local repatriation plans.
17. Consult with the Program Manager on cases involving unusual/complex circumstances that raise questions of policy or amendment of protocol.
18. Maintain confidentiality. The grantee should have appropriate confidentiality policies and procedures to safeguard information regarding individuals receiving services in the Program.
19. Provide other services that the Program determines in advance are reasonable and necessary to fulfill the mission and goals of the Program.

ORR will provide technical assistance to the grantee concerning all managerial and administrative decisions regarding the Program. ORR will assist the grantee in the following areas:

1. Design, implement, and modify Program activities, services and monitoring;
2. Design protocols or procedures;
3. Participate in the evaluation of local providers (when applicable);
4. Review and approve the selection of key program staff;
5. Provide guidance for complex cases;
6. Provide training and technical assistance to States, Federal agencies, local providers and others;
7. Select decisions regarding individual case management related activities;
8. The Program Manager will serve as the approving official for the Program's outside activities (e.g., travel, monitoring, conference, training, other) and decisions (e.g., waivers, extensions, repayment, termination letters, other). Requests must be submitted by the grantee in writing;
9. Provide overall administrative oversight;
10. Consult with the grantee's key individuals at regular intervals of the project;
11. Provide timely response to requests for information and guidance on the implementation of the program or the agreement;
12. Review and approve decisions on types and levels of benefits to repatriates; review and approve all plans for the delivery of services;
13. Provide all applicable statutes, regulations and guidelines pertaining to the Program;
14. Convene interagency working group meetings;
15. Attend Washington Liaison Group meetings; and
16. Provide assistance to PSC when questions arise regarding waiver requests.

Anticipated Total Priority Area Funding: \$1,000,000

Anticipated Number of Awards: 1

Ceiling on Amount of Individual Awards: \$1,000,000 per budget period

Floor on Amount of Individual Awards: None

Average Projected Award Amount: \$1,000,000 per budget period

Length of Project Periods: 12-month project and budget period

Awards under this announcement are subject to the availability of funds.

III. ELIGIBILITY INFORMATION

1. Eligible Applicants:

- Non-profits having a 501(c)(3) status with the IRS, other than institutions of higher education
- Non-profits that do not have a 501(c)(3) status with the IRS, other than institutions of higher education
- Private institutions of higher education
- For-profit organizations other than small businesses

Faith-based and community organizations that meet the statutory eligibility requirements are eligible to apply under this announcement.

2. Cost Sharing or Matching: None

3. Other:

D-U-N-S Requirement

All applicants must have a D&B Data Universal Numbering System (D-U-N-S) number. On June 27, 2003, the Office of Management and Budget (OMB) published in the *Federal Register* a new Federal policy applicable to all Federal grant applicants. The policy requires Federal grant applicants to provide a D-U-N-S number when applying for Federal grants or cooperative agreements on or after October 1, 2003. The D-U-N-S number will be required whether an applicant is submitting a paper application or using the government-wide electronic portal, Grants.gov. A D-U-N-S number will be required for every application for a new award or renewal/continuation of an

award, including applications or plans under formula, entitlement, and block grant programs, submitted on or after October 1, 2003.

Please ensure that your organization has a D-U-N-S number. You may acquire a D-U-N-S number at no cost by calling the dedicated toll-free D-U-N-S number request line at 1-866-705-5711 or you may request a number on-line at <http://www.dnb.com>.

Proof of Non-Profit Status

Non-profit organizations applying for funding are required to submit proof of their non-profit status.

Proof of non-profit status is any one of the following:

- A reference to the applicant organization's listing in the IRS's most recent list of tax-exempt organizations described in the IRS Code.
- A copy of a currently valid IRS tax-exemption certificate.
- A statement from a State taxing body, State attorney general, or other appropriate State official certifying that the applicant organization has non-profit status and that none of the net earnings accrue to any private shareholders or individuals.
- A certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status.
- Any of the items in the subparagraphs immediately above for a State or national parent organization and a statement signed by the parent organization that the applicant organization is a local non-profit affiliate.

When applying electronically, we strongly suggest that you attach your proof of non-profit status with your electronic application.

Private, non-profit organizations are encouraged to submit with their applications the survey located under *Grant Related Documents and Forms: Survey for Private, Non-Profit Grant Applicants, titled, Survey on Ensuring Equal Opportunity for Applicants*, at:
<http://www.acf.hhs.gov/programs/ofs/forms.htm>.

Disqualification Factors

Applications that exceed the ceiling amount will be deemed non-responsive and will not be considered for funding under this announcement.

Any application that fails to satisfy the deadline requirements referenced in *Section IV.3* will be deemed non-responsive and will not be considered for funding under this announcement.

IV. APPLICATION AND SUBMISSION INFORMATION

1. Address to Request Application Package:

Sylvia Johnson
Department of Health and Human Services
Administration for Children and Families
Office of Grants Management
901 D Street, SW
Aerospace Building, 6th Floor- East
Washington, DC 20447
Phone: 202-401-4524
Fax: 202-260-6585
Email: ACFOGME-Grants@acf.hhs.gov

2. Content and Form of Application Submission:

Forms and Certifications

The project description should include all the information requirements described in the specific evaluation criteria outlined in this program announcement under *Section V. Application Review Information*. In addition to the project description, the applicant needs to complete all of the Standard Forms required as part of the application process for awards under this announcement.

Applicants seeking financial assistance under this announcement must file the appropriate Standard Forms as described in this section. All applicants must submit SF-424, Application for Federal Assistance. For non-construction programs, applicants must also submit SF-424A, Budget Information and SF-424B, Assurances. For construction programs, applicants must also submit SF-424C, Budget Information and SF-424D, Assurances. The forms may be reproduced for use in submitting applications. Applicants must sign and return the standard forms with their application.

Applicants must furnish prior to award an executed copy of the SF-LLL, Certification Regarding Lobbying, when applying for an award in excess of \$100,000. Applicants who have used non-Federal funds for lobbying activities in connection with receiving assistance under this announcement shall complete a disclosure form, if applicable, with their application. Applicants must sign and return the certification with their application.

Applicants must also understand that they will be held accountable for the smoking prohibition included within Public Law (P.L.) 103-227, Title XII Environmental Tobacco Smoke (also known as the PRO-KIDS Act of 1994). A copy of the *Federal Register* notice that implements the smoking prohibition is included with this form. By signing and submitting the application, applicants are providing the necessary certification and are not required to return it.

Applicants must make the appropriate certification of their compliance with all Federal statutes relating to nondiscrimination. By signing and submitting the application, applicants are providing the necessary certification and are not required to return it. Complete the standard forms and the associated certifications and assurances based on the instructions on the forms. The forms and certifications may be found at: <http://www.acf.hhs.gov/programs/ofs/forms.htm>.

Private, non-profit organizations are encouraged to submit with their applications the survey located under *Grant Related Documents and Forms: Survey for Private, Non-Profit Grant Applicants, titled, Survey on Ensuring Equal Opportunity for Applicants*, at: <http://www.acf.hhs.gov/programs/ofs/forms.htm>.

Those organizations required to provide proof of non-profit status, please refer to *Section III.3*.

Please see *Section V.1* for instructions on preparing the full project description.

Please reference *Section IV.3* for details about acknowledgement of received applications.

Electronic Submission

You may submit your application to us in either electronic or paper format. To submit an application electronically, please use the <http://www.Grants.gov> site.

If you use Grants.gov, you will be able to download a copy of the application package, complete it off-line, and then upload and submit

the application via the Grants.gov site. ACF will not accept grant applications via facsimile or email.

IMPORTANT NOTE: Before you submit an electronic application, you must complete the organization registration process as well as obtain and register "electronic signature credentials" for the Authorized Organization Representative (AOR). Since this process may take more than five business days, it is important to start this process early, well in advance of the application deadline. **Be sure to complete all Grants.gov registration processes listed on the Organization Registration Checklist, which can be found at http://www.acf.hhs.gov/grants/registration_checklist.html.**

Please note the following if you plan to submit your application electronically via Grants.gov:

- Electronic submission is voluntary, but strongly encouraged.
- You may access the electronic application for this program at <http://www.Grants.gov>. There you can search for the downloadable application package by utilizing the Grants.gov FIND function.
- **We strongly recommend that you do not wait until the application deadline date to begin the application process through Grants.gov.** We encourage applicants that submit electronically to submit well before the closing date and time so that if difficulties are encountered an applicant can still submit a hard copy via express mail.
- To use Grants.gov, you, as the applicant, must have a D-U-N-S number and register in the Central Contractor Registry (CCR). You should allow a minimum of five days to complete the CCR registration. **REMINDER: CCR registration expires each year and thus must be updated annually. You cannot upload an application to Grants.gov without having a current CCR registration AND electronic signature credentials for the AOR.**
- The electronic application is submitted by the AOR. To submit electronically, the AOR must obtain and register electronic signature credentials approved by the organization's E-Business Point of Contact who maintains the organization's CCR registration.

- You may submit all documents electronically, including all information typically included on the SF-424 and all necessary assurances and certifications.
- Your application must comply with any page limitation requirements described in this program announcement.
- After you electronically submit your application, you will receive an automatic acknowledgement from Grants.gov that contains a Grants.gov tracking number. ACF will retrieve your application from Grants.gov.
- ACF may request that you provide original signatures on forms at a later date.
- You will not receive additional point value because you submit a grant application in electronic format, nor will we penalize you if you submit an application in hard copy.
- If you encounter difficulties in using Grants.gov, please contact the Grants.gov Help Desk at: 1-800-518-4726, or by email at support@grants.gov to report the problem and obtain assistance.
- Checklists and registration brochures are maintained at <http://www.grants.gov/GetStarted> to assist you in the registration process.
- When submitting electronically via Grants.gov, applicants must comply with all due dates **AND** times referenced in *Section IV.3*.

Hard Copy Submission

Applicants that are submitting their application in paper format should submit one original and two copies of the complete application. The original and each of the two copies must include all required forms, certifications, assurances, and appendices, be signed by an authorized representative, have original signatures, and be unbound.

Non-Federal Reviewers

Since ACF will be using non-Federal reviewers in the review process, applicants have the option of omitting from the application copies (not the original) specific salary rates or amounts for individuals specified in the application budget as well as Social Security Numbers, if otherwise

required for individuals. The copies may include summary salary information.

If applicants are submitting their application electronically, ACF will omit the same specific salary rate information from copies made for use during the review and selection process.

3. Submission Dates and Times:

Due Date for Applications: 07/03/2006

Explanation of Due Dates

The due date for receipt of applications is referenced above. Applications received after 4:30 p.m., eastern time, on the due date will be classified as late and will not be considered in the current competition.

Applicants are responsible for ensuring that applications are mailed or hand-delivered or submitted electronically well in advance of the application due date and time.

Mail

Applications that are submitted by mail must be received no later than 4:30 p.m., eastern time, on the due date referenced above at the address listed in *Section IV.6*.

Hand Delivery

Applications hand carried by applicants, applicant couriers, other representatives of the applicant, or by overnight/express mail couriers must be received on or before the due date referenced above, between the hours of 8:00 a.m. and 4:30 p.m., eastern time, at the address referenced in *Section IV.6*, between Monday and Friday (excluding Federal holidays).

Electronic Submission

Applications submitted electronically via Grants.gov must be submitted no later than 4:30 p.m., eastern time, on the due date referenced above.

ACF cannot accommodate transmission of applications by facsimile or email.

Late Applications

Applications that do not meet the requirements above are considered late applications. ACF shall notify each late applicant that its application will not be considered in the current competition.

ANY APPLICATION RECEIVED AFTER 4:30 P.M., EASTERN TIME, ON THE DUE DATE WILL NOT BE CONSIDERED FOR COMPETITION.

Extension of Deadlines

ACF may extend application deadlines when circumstances such as acts of God (floods, hurricanes, etc.) occur; when there are widespread disruptions of mail service; or in other rare cases. A determination to extend or waive deadline requirements rests with the Chief Grants Management Officer.

Receipt acknowledgement for application packages will not be provided to applicants who submit their package via mail, courier services, or by hand delivery. Applicants will receive an electronic acknowledgement for applications that are submitted via <http://www.Grants.gov>.

Checklist

You may use the checklist below as a guide when preparing your application package.

What to Submit	Required Content	Required Form or Format	When to Submit
Certification Regarding Environmental Tobacco Smoke	See Section IV.2	See http://www.acf.hhs.gov/programs/ofs/for ms.htm	By date of award.
Budget Narrative/Justification	See Sections IV.2 and V	Found in Sections IV.2 and V	By application due date.
Proof of Non-Profit Status	See Section III.3	Found in Section III.3	By date of award.
SF-424C	See Section IV.2	See http://www.acf.hhs.gov/programs/ofs/for ms.htm	By application due date.
Project Abstract	See Sections IV.2 and V	Found in Sections IV.2 and V	By application due date.

Project Description	See Sections IV.2 and V	Found in Sections IV.2 and V	By application due date.
SF-424A	See Section IV.2	See http://www.acf.hhs.gov/programs/ofs/forms.htm	By application due date.
Assurances	See Section IV.2		By date of award.
SF-424B	See Section IV.2	See http://www.acf.hhs.gov/programs/ofs/forms.htm	By application due date.
SF-424	See Section IV.2	See http://www.acf.hhs.gov/programs/ofs/forms.htm	By application due date.
SF-LLL Certification Regarding Lobbying	See Section IV.2	See http://www.acf.hhs.gov/programs/ofs/forms.htm	By date of award.
Support Letters	See Section V	Found in Section V.1	
Table of Contents	See Section IV.2	Found in Section IV.2	By application due date.

Additional Forms

Private, non-profit organizations are encouraged to submit with their applications the survey located under *Grant Related Documents and Forms: Survey for Private, Non-Profit Grant Applicants, titled, Survey on Ensuring Equal Opportunity for Applicants*, at:

<http://www.acf.hhs.gov/programs/ofs/forms.htm>.

What to Submit	Required Content	Required Form or Format	When to Submit
Survey for Private, Non-Profit Grant Applicants	See form.	See http://www.acf.hhs.gov/programs/ofs/forms.htm	By application due date.

4. Intergovernmental Review:

State Single Point of Contact (SPOC)

This program is covered under Executive Order (EO) 12372, "Intergovernmental Review of Federal Programs," and 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities." Under the Order, States may design their own processes for reviewing and commenting on proposed Federal assistance under covered programs.

As of August 1, 2005, the following jurisdictions have elected to participate in the EO process: Arkansas, California, Delaware, District of Columbia, Florida, Georgia, Illinois, Iowa, Kentucky, Maine, Maryland, Michigan, Mississippi, Missouri, Nevada, New Hampshire, New York, North Dakota, Rhode Island, South Carolina, Texas, Utah, West Virginia, Wisconsin, American Samoa, Guam, Northern Mariana Islands, Puerto Rico, and U.S. Virgin Islands. As these jurisdictions have elected to participate in the Executive Order process, they have established SPOCs. Applicants from participating jurisdictions should contact their SPOC, as soon as possible, to alert them of prospective applications and receive instructions. Applicants must submit all required materials, if any, to the SPOC and indicate the date of this submittal (or the date of contact if no submittal is required) on the Standard Form 424, item 16a.

Under 45 CFR 100.8(a)(2), a SPOC has 60 days from the application deadline to comment on proposed new or competing continuation awards. SPOCs are encouraged to eliminate the submission of routine endorsements as official recommendations. Additionally, SPOCs are requested to clearly differentiate between mere advisory comments and those official State process recommendations, which may trigger the "accommodate or explain" rule.

When comments are submitted directly to ACF, they should be addressed to the U.S. Department of Health and Human Services, Administration for Children and Families, Office of Grants Management, Division of Discretionary Grants, 370 L'Enfant Promenade SW., 4th floor, Washington, DC 20447.

Although the remaining jurisdictions have chosen not to participate in the process, entities that meet the eligibility requirements of the program are still eligible to apply for a grant even if a State, Territory, Commonwealth, etc. does not have a SPOC. Therefore, applicants from these jurisdictions, or for projects administered by Federally recognized Indian Tribes, need take no action in regard to EO 12372.

The official list, including addresses, of the jurisdictions that have elected to participate in EO 12372 can be found on the following URL: <http://www.whitehouse.gov/omb/grants/spoc.html>.

5. Funding Restrictions:

Grant awards will not allow reimbursement of pre-award costs.

Construction and purchase of real property are not allowable activities or expenditures under this grant award.

6. Other Submission Requirements:

Please see *Sections IV.2* and *IV.3* for deadline information and other application requirements.

Submit applications to one of the following addresses:

Submission by Mail

Sylvia Johnson
Department of Health and Human Services
Agency for Children and Families
Office of Grants Management
901 D Street, SW
Aerospace Building, 6th Floor- East
Washington, DC 20447

Hand Delivery

Sylvia Johnson
Department of Health and Human Services
Agency for Children and Families
Office of Grants Management
901 D Street, SW
Aerospace Building, 6th Floor- East
Washington, DC 20447

Electronic Submission

Please see *Section IV.2* for guidelines and requirements when submitting applications electronically via <http://www.Grants.gov>.

V. APPLICATION REVIEW INFORMATION

The Paperwork Reduction Act of 1995 (P.L. 104-13)

Public reporting burden for this collection of information is estimated to average 15 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed and reviewing the collection information.

The project description is approved under OMB control number 0970-0139, which expires 4/30/2007.

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

1. Criteria:

Part I THE PROJECT DESCRIPTION OVERVIEW

PURPOSE

The project description provides the majority of information by which an application is evaluated and ranked in competition with other applications for available assistance. The project description should be concise and complete. It should address the activity for which Federal funds are being requested. Supporting documents should be included where they can present information clearly and succinctly. In preparing the project description, information that is responsive to each of the requested evaluation criteria must be provided. Awarding offices use this and other information in making their funding recommendations. It is important, therefore, that this information be included in the application in a manner that is clear and complete.

GENERAL EXPECTATIONS AND INSTRUCTIONS

ACF is particularly interested in specific project descriptions that focus on outcomes and convey strategies for achieving intended performance. Project descriptions are evaluated on the basis of substance and measurable outcomes, not length. Extensive exhibits are not required. Cross-referencing should be used rather than repetition. Supporting information concerning activities that will not be directly funded by the grant or information that does not directly pertain to an integral part of the grant-funded activity should be placed in an appendix.

Pages should be numbered and a table of contents should be included for easy reference.

Part II GENERAL INSTRUCTIONS FOR PREPARING A FULL PROJECT DESCRIPTION

INTRODUCTION

Applicants that are required to submit a full project description shall prepare the project description statement in accordance with the following instructions while being aware of the specified evaluation criteria. The text options give a broad overview of what the project description should include while the evaluation criteria identify the measures that will be used to evaluate applications.

PROJECT SUMMARY/ABSTRACT

Provide a summary of the project description (one page or less) with reference to the funding request.

OBJECTIVES AND NEED FOR ASSISTANCE

Clearly identify the physical, economic, social, financial, institutional, and/or other problem(s) requiring a solution. The need for assistance must be demonstrated and the principal and subordinate objectives of the project must be clearly stated; supporting documentation, such as letters of support and testimonials from concerned interests other than the applicant, may be included. Any relevant data based on planning studies should be included or referred to in the endnotes/footnotes. Incorporate demographic data and participant/beneficiary information, as needed. In developing the project description, the applicant may volunteer or be requested to provide information on the total range of projects currently being conducted and supported (or to be initiated), some of which may be outside the scope of the program announcement.

RESULTS OR BENEFITS EXPECTED

Identify the results and benefits to be derived.

Applicants should demonstrate that the results and benefits anticipated through this cooperative agreement and through the assistance of coordination and administration of Program activities will be a cost-effective use of available resources. Applicants may describe outputs such as: increased coordination with local health and human services providers; effective and efficient access and usage of resources available throughout the U.S.; established reception, information, referral and monitoring mechanisms; and effective and efficient education and orientation activities provided to eligible repatriates, States, local providers and others, as benefits. Applicants must also describe project outcomes and demonstrate improvement and appropriate alternate ways to assist repatriates during normal and complex cases. These outcomes should include the availability and

quality of referrals, repatriate reception, case management assessment, repatriate access to services, and monitoring. For each expected outcome or result, the applicant should include outcome targets, key indicators, data source collection, and analysis methods for measuring the outcome. Applicants are encouraged to look at the Substantial Involvement with Cooperative Agreement Section to select and discuss measures that will reflect their proposed involvement.

APPROACH

Outline a plan of action that describes the scope and detail of how the proposed work will be accomplished. Account for all functions or activities identified in the application. Cite factors that might accelerate or decelerate the work and state your reason for taking the proposed approach rather than others. Describe any unusual features of the project such as design or technological innovations, reductions in cost or time, or extraordinary social and community involvement.

Provide quantitative monthly or quarterly projections of the accomplishments to be achieved for each function or activity in such terms as the number of people to be served and the number of activities accomplished.

This section must demonstrate how the proposed project design and activities will successfully achieve the stated objectives described in the Substantial Involvement with Cooperative Agreement Section. These objectives should address ways to meet the needs of the Program and methods to comply with pertinent Program regulations. For example, the applicant should provide a comprehensive picture of the reception, case management, and monitoring plan and, when applicable, describe how the applicant will assist the repatriates working toward self-sufficiency to access available Federal and local resources. This description should include the relationship between the State coordinators and other key agencies. Applicants should describe the coordination of Program funding with other resources, specifically Federal, State and local resources, available to provide the necessary health and human services to eligible repatriates (e.g., Temporary Assistance for Needy Families (TANF), Medicaid). Applicants should demonstrate how they will cooperate with other agencies while coordinating efforts to provide the temporary services needed. If applicants cannot accomplish activities and/or functions by quantitative methods, they should use other methods to determine the accomplishment of such tasks (explanation should be included as part of the application). Applicants should also detail how they are going to collect, maintain, and/or disseminate data.

Applicants should keep in mind the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and how to address the HIPAA. In addition, provide a list of organizations, cooperating entities, consultants, and/or other key individuals who will work on the project, along with a short description of the nature of their effort and/or contribution. Applicants should also provide a copy of any proposed agreement and/or contract with any agency. To obtain a copy of the HHS arrangements/ partners please send a request to erussell@acf.hhs.gov.

When accomplishments cannot be quantified by activity or function, list them in chronological order to show the schedule of accomplishments and their target dates.

If any data is to be collected, maintained, and/or disseminated, clearance may be required from the OMB. This clearance pertains to any "collection of information that is conducted or sponsored by ACF."

Provide a list of organizations, cooperating entities, consultants, or other key individuals who will work on the project along with a short description of the nature of their effort or contribution.

EVALUATION

Provide a narrative addressing how the conduct of the project and the results of the project will be evaluated. In addressing the evaluation of results, state how you will determine the extent to which the project has achieved its stated objectives and the extent to which the accomplishment of objectives can be attributed to the project. Discuss the criteria to be used to evaluate results, and explain the methodology that will be used to determine if the needs identified and discussed are being met and if the project results and benefits are being achieved. With respect to the conduct of the project, define the procedures to be employed to determine whether the project is being conducted in a manner consistent with the work plan presented and discuss the impact of the project's various activities that address the project's effectiveness.

GEOGRAPHIC LOCATION

Describe the precise location of the project and boundaries of the area to be served by the proposed project. Maps or other graphic aids may be attached.

ADDITIONAL INFORMATION

The following are requests for additional information that must be included in the application:

STAFF AND POSITION DATA

Provide a biographical sketch and job description for each key person appointed. Job descriptions for each vacant key position should be included as well. As new key staff is appointed, biographical sketches will also be required.

ORGANIZATIONAL PROFILES

Provide information on the applicant organization(s) and cooperating partners, such as: organizational charts; financial statements; audit reports or statements from Certified Public Accountants/Licensed Public Accountants; Employer Identification Number(s); contact persons and telephone numbers; names of bond carriers; child care licenses and other documentation of professional accreditation; information on compliance with Federal/State/local government standards; documentation of experience in the program area; and, other pertinent information.

If the applicant is a non-profit organization, it should submit proof of its non-profit status in its application. The non-profit agency can accomplish this by providing any one of the following: a) a reference to the applicant organization's listing in the IRS's most recent list of tax-exempt organizations described in the IRS Code; b) a copy of a currently valid IRS tax exemption certificate; c) a statement from a State taxing body, State attorney general, or other appropriate State official certifying that the applicant organization has a non-profit status and that none of the net earnings accrues to any private shareholders or individuals; d) a certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status; or e) any of the items immediately above for a State or national parent organization and a statement signed by the parent organization that the applicant organization is a local non-profit affiliate.

DISSEMINATION PLAN

Provide a plan for distributing reports and other project outputs to colleagues and to the public. Applicants must provide a description of the method, volume, and timing of distribution.

THIRD-PARTY AGREEMENTS

Provide written and signed agreements between grantees and subgrantees, or subcontractors, or other cooperating entities.

These agreements must detail the scope of work to be performed, work schedules, remuneration, and other terms and conditions that structure or define the relationship.

LETTERS OF SUPPORT

Provide statements from community, public, and commercial leaders that support the project proposed for funding. All submissions should be included in the application package or by the application deadline.

BUDGET AND BUDGET JUSTIFICATION

Provide a budget with line-item detail and detailed calculations for each budget object class identified on the Budget Information Form (SF-424A or SF-424C). Detailed calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. If matching is a requirement, include a breakout by the funding sources identified in Block 15 of the SF-424.

Provide a narrative budget justification that describes how the categorical costs are derived. Discuss the necessity, reasonableness, and allocation of the proposed costs.

GENERAL

Use the following guidelines for preparing the budget and budget justification. Both Federal and non-Federal resources (when required) shall be detailed and justified in the budget and budget narrative justification. "Federal resources" refers only to the ACF grant funds for which you are applying. "Non-Federal resources" are all other non-ACF Federal and non-Federal resources. It is suggested that budget amounts and computations be presented in a columnar format: first column, object class categories; second column, Federal budget; next column(s), non-Federal budget(s); and last column, total budget. The budget justification should be in a narrative form.

PERSONNEL

Description: Costs of employee salaries and wages.

Justification: Identify the project director or principal investigator, if known at the time of application. For each staff person, provide: the title; time commitment to the project in months; time commitment to the project as a percentage or full-time equivalent; annual salary; grant salary; wage rates; etc. Do not include the costs of consultants, personnel costs of delegate agencies, or of specific project(s) and/or businesses to be financed by the applicant.

FRINGE BENEFITS

Description: Costs of employee fringe benefits unless treated as part of an approved indirect cost rate.

Justification: Provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, FICA, retirement insurance, taxes, etc.

TRAVEL

Description: Costs of project-related travel by employees of the applicant organization. (This item does not include costs of consultant travel).

Justification: For each trip show: the total number of traveler(s); travel destination; duration of trip; per diem; mileage allowances, if privately owned vehicles will be used; and other transportation costs and subsistence allowances. Travel costs for key staff to attend ACF-sponsored workshops should be detailed in the budget.

EQUIPMENT

Description: "Equipment" means an article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost that equals or exceeds the lesser of: (a) the capitalization level established by the organization for the financial statement purposes, or (b) \$5,000. (Note: Acquisition cost means the net invoice unit price of an item of equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. Ancillary charges, such as taxes, duty, protective in-transit insurance, freight, and installation, shall be included in or excluded from acquisition cost in accordance with the organization's regular written accounting practices.)

Justification: For each type of equipment requested provide: a description of the equipment; the cost per unit; the number of units; the total cost; and a plan for use on the project; as well as use and/or disposal of the equipment after the project ends. An applicant organization that uses its own definition for equipment should provide a copy of its policy, or section of its policy, that includes the equipment definition.

SUPPLIES

Description: Costs of all tangible personal property other than that included under the Equipment category.

Justification: Specify general categories of supplies and their costs. Show computations and provide other information that supports the amount requested.

CONTRACTUAL

Description: Costs of all contracts for services and goods except for those that belong under other categories such as equipment, supplies, construction, etc. Include third-party evaluation contracts, if applicable, and contracts with secondary recipient organizations, including delegate agencies and specific project(s) and/or businesses to be financed by the applicant.

Justification: Demonstrate that all procurement transactions will be conducted in a manner to provide, to the maximum extent practical, open and free competition. Recipients and subrecipients, other than States that are required to use 45 CFR Part 92 procedures, must justify any anticipated procurement action that is expected to be awarded without competition and exceeds the simplified acquisition threshold fixed at 41 USC 403(11), currently set at \$100,000.

Recipients might be required to make available to ACF pre-award review and procurement documents, such as requests for proposals or invitations for bids, independent cost estimates, etc.

Note: Whenever the applicant intends to delegate part of the project to another agency, the applicant must provide a detailed budget and budget narrative for each delegate agency, by agency title, along with the required supporting information referred to in these instructions.

OTHER

Enter the total of all other costs. Such costs, where applicable and appropriate, may include but are not limited to: insurance; food; medical and dental costs (noncontractual); professional services costs; space and equipment rentals; printing and publication; computer use; training costs, such as tuition and stipends; staff development costs; and administrative costs.

Justification: Provide computations, a narrative description and a justification for each cost under this category.

INDIRECT CHARGES

Description: Total amount of indirect costs. This category should be used only when the applicant currently has an indirect

cost rate approved by the Department of Health and Human Services (HHS) or another cognizant Federal agency.

Justification: An applicant that will charge indirect costs to the grant must enclose a copy of the current rate agreement. If the applicant organization is in the process of initially developing or renegotiating a rate, upon notification that an award will be made, it should immediately develop a tentative indirect cost rate proposal based on its most recently completed fiscal year, in accordance with the cognizant agency's guidelines for establishing indirect cost rates, and submit it to the cognizant agency. Applicants awaiting approval of their indirect cost proposals may also request indirect costs. When an indirect cost rate is requested, those costs included in the indirect cost pool should not be charged as direct costs to the grant. Also, if the applicant is requesting a rate that is less than what is allowed under the program, the authorized representative of the applicant organization must submit a signed acknowledgement that the applicant is accepting a lower rate than allowed.

NON-FEDERAL RESOURCES

Description: Amounts of non-Federal resources that will be used to support the project as identified in Block 15 of the SF-424.

Justification: The firm commitment of these resources must be documented and submitted with the application so that the applicant is given credit in the review process. A detailed budget must be prepared for each funding source.

TOTAL DIRECT CHARGES, TOTAL INDIRECT CHARGES, TOTAL PROJECT COSTS

EVALUATION CRITERIA:

The following evaluation criteria appear in weighted descending order. The corresponding score values indicate the relative importance that ACF places on each evaluation criterion; however, applicants need not develop their applications precisely according to the order presented. Application components may be organized such that a reviewer will be able to follow a seamless and logical flow of information (i.e., from a broad overview of the project to more detailed information about how it will be conducted).

In considering how applicants will carry out the responsibilities addressed under this announcement, competing applications for

financial assistance will be reviewed and evaluated against the following criteria:

APPROACH - 35 points

The application will be evaluated on the extent that the applicant has provided:

1. A comprehensive description of the project plan in terms of management and coordination of the Program activities. It should discuss ways to address complex cases, such as severe mental and health conditions, unaccompanied minors, criminal activities, etc. In addition, it should also include ways in which the applicant plans to monitor cases. (10 points)
2. Effective and efficient methods by which the applicant will develop and maintain internal Program policies and procedures according to pertinent regulations (see Section I Section I, . Funding Opportunity Description, Subsection: Legislative Authority), and disseminate them to key staff members and arrangements (e.g., agreements with other agencies, HHS partners). (5 points)
3. Detailed mechanisms and innovative ways to ensure the effective and efficient reception of repatriates. For example, the applicant could discuss how it has in place a cost-effective and well-organized plan to provide repatriates with all required and needed information and documents at the POE. (5 points)
4. Comprehensive ways of providing uniform needed temporary assistance, taking into consideration State and Federal laws. (5 points)
5. Comprehensive ways of monitoring Program performance measures and repatriates' case status as well as effective and efficient ways of maintaining electronic and paper files on all cases and Program transactions. (5 points)
6. Effective and efficient ways to review, process, report, and record reimbursement to eligible agencies (e.g., State and local agencies) for the provision of temporary services to repatriates. (5 points)

BUDGET AND BUDGET JUSTIFICATION - 30 points

Applications will be evaluated on the basis of the degree to which the line-item budget and narrative justification are reasonable, clearly presented, and cost-effective in relation to the proposed Program activities. Consideration will also be given to synergies between the proposed grant and current activities, including the degree to which proposed activities benefit from financial efficiencies or sunk costs. In addition, applications will be evaluated for the degree to which the grantee is able to manage its financial ability to reimburse funds to appropriate established HHS arrangements/partners (e.g., States, DOS, local providers). The grantee should describe their internal check and balance system. (25 points).

Applications will be evaluated on the basis the degree to which their proposed line-item budget and narrative justification is able to detail, compare, and contrast projections of five years of total direct charges, total indirect charges and Project costs. (5 points)

ORGANIZATIONAL PROFILES - 15 points

Evidence of the organizational capability to achieve the proposed outcomes will be assessed under this criterion. Such capability could be demonstrated by prior experience, capacity (i.e., staff and networks), and by administrative and management features of the project including a plan for fiscal and programmatic management of each program and planning activity. This criterion includes proposed start-up times, a component/project organization chart, management of affiliates (including Program established HHS arrangements/partners), and a staffing chart of an affiliated network. Capability is also demonstrated through the presentation of qualifications of project staff, both applicant and affiliated agencies, as well as any volunteers.

STAFF AND POSITION DATA - 10 points

The application will be evaluated on the extent that the applicant has described in detail the professional qualification of its staff and their arrangements (i.e., agreements i.e., agreements with other agencies) that will be responsible for the coordination, management, and provision of temporary assistance to eligible repatriates.

EVALUATION - 10 points

Applications will be evaluated on the extent that the applicant provides comprehensive performance measures and/or

evaluation techniques to ensure that the items discussed in the Approach Evaluation Section are effectively and efficiently assessed.

2. Review and Selection Process:

No grant award will be made under this announcement on the basis of an incomplete application.

Initial ACF Screening: Each application submitted under this program announcement will undergo a pre-review to determine that (1) the application was received by the closing date and submitted in accordance with the instructions in this announcement and (2) the applicant is eligible for funding.

Competitive Review and Evaluation Criteria: An independent review panel will evaluate and rate applications that pass the initial ACF screening on the basis of the evaluation criteria specified above.

The evaluation criteria assess the quality of a proposed project and determine the likelihood of its success. The evaluation criteria are closely related and are considered as a whole in judging the overall quality of an application. Points are awarded only to applications that are responsive to the evaluation criteria within the context of this program announcement.

Please reference *Section IV.2* for information on non-Federal reviewers in the review process.

Approved but Unfunded Applications

Applications that are approved but unfunded may be held over for funding in the next funding cycle, pending the availability of funds, for a period not to exceed one year.

VI. AWARD ADMINISTRATION INFORMATION

1. Award Notices:

The successful applicants will be notified through the issuance of a Financial Assistance Award document, which sets forth the amount of funds granted, the terms and conditions of the grant, the effective date of the grant, the budget period for which initial support will be given, the non-Federal share to be provided (if applicable), and the total project period for which support is contemplated. The Financial

Assistance Award will be signed by the Grants Officer and transmitted via postal mail.

Organizations whose applications will not be funded will be notified in writing.

2. Administrative and National Policy Requirements:

Grantees are subject to the requirements in 45 CFR Part 74 (non-governmental) or 45 CFR Part 92 (governmental).

Direct Federal grants, sub-award funds, or contracts under this ACF program shall not be used to support inherently religious activities such as religious instruction, worship, or proselytization. Therefore, organizations must take steps to separate, in time or location, their inherently religious activities from the services funded under this program. Regulations pertaining to the Equal Treatment for Faith-Based Organizations, which includes the prohibition against Federal funding of inherently religious activities, can be found at the HHS web site at: <http://www.os.dhhs.gov/fbci/waisgate21.pdf>.

Faith-based and community organizations may reference the "Guidance to Faith-Based and Community Organizations on Partnering with the Federal Government" at: <http://www.whitehouse.gov/government/fbci/guidance/index.html>.

3. Reporting Requirements:

Grantees will be required to submit program progress and financial reports (SF-269 found at: <http://www.acf.hhs.gov/programs/ofs/forms.htm>) throughout the project period. Program progress and financial reports are due 30 days after the reporting period. Final programmatic and financial reports are due 90 days after the close of the project period.

Final reports may be submitted in hard copy to the Grants Management Office Contact listed in Section VII of this announcement.

Program Progress Reports: Quarterly
Financial Reports: Semi-Annually

VII. AGENCY CONTACTS

Program Office Contact:

Elizabeth Russell
Department of Health and Human Services
Agency for Children and Families
Office for Refugee Resettlement
901 D Street SW
Aerospace Building, 8th Floor- West
Washington, DC 20447

Grants Management Office Contact:

Sylvia Johnson
Department of Health and Human Services
Administration for Children and Families
Office of Grants Management
901 D Street, SW
Aerospace Building, 6th Floor- East
Washington, DC 20447
Phone: 202-401-5513
Fax: 202-260-6585
Email: ACFOGME-Grants@acf.hhs.gov

VIII. OTHER INFORMATION

Date: 05/26/2006

Martha E. Newton
Director
Office of Refugee Resettlement